



Job Opportunity

State Controller's Office

Position: Accounting Officer (Specialist)/Accountant Trainee | Statewide

Location: Division of Collections
3301 C Street, Suite 712, Sacramento, CA 95816

Issue Date: March 10, 2006

Final Filing Date: Until Filled

Contact/Telephone:

Susan Lash, (916) 322-1812

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

*Free Parking Provided

California Relay Service: 1-800-735-2929

Position Number(s): 051-550-4546-053
051-550-4179-xxx
Ref 0311 ACT4

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With general supervision provided by the Senior Accounting Officer (Supervisor) the Accounting Officer (Specialist)/Accountant Trainee, will perform professional accounting work in the establishment and maintenance of accounts and records while possessing the knowledge of bureau systems and central fiscal control activities associated with the Unclaimed Property Program. Specific duties include, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Duties will be commensurate with level hired;
- Analyze, review, and implement accounting procedures, divisional systems, and control activities pertaining to processes for payments of security claims;
- Reconcile divisional records with existing accounts for accuracy;
- Research, develop analysis, and verify accounts and financial data for payment petitions;
- Assess and computes interest to be applied to account records and responds to inquiries;
- Compile financial data for status reports;
- Establish and maintain accounts for escheated estate information on computer applications;
- Prepare, implement, and initiate corrections to account files;
- Work with staff on special programs;
- Develop issue memos associated with accounting procedures and/or processes;
- Research proposed and/or enacted legislative changes and how changes affect existing procedures.

Applications will be screened and only the most qualified will be interviewed



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Collections

3301 C Street, Suite 712

Sacramento, CA 95816

Attn: Susan Lash

Reference Number 0311-ACT4, 051-550-4546-053.4179-xxx (Candidate must indicate this Reference number and class title on resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the employment Application STD 678).